

## INFORMATION

1. **A candidate who do not have the qualifying grade/marks in the internal assessment in any of the core subject must not be forwarded.**
2. A candidate who do not have the qualifying grade/mark in the sixth subject should not be forwarded for the **6<sup>th</sup> subject**.
3. Incomplete forms of the candidates should not be submitted.
4. Rubber stamp signature should not be used in any document.
5. Signing for another person in his/her name or putting thumb impression for another person in his/her place, is an act of deceiving and also forgery.\*
6. Examination centres shall be allotted by the Examination Committee of the Board.
7. For further details, please refer Management of Examinations.

**\* Forgery is a criminal offence and is punishable under section No. 468 of IPC.**

**DO NOT FOLD OR TEAR THE APPLICATION FORM**

**Sd/- Controller of Examinations  
NBSE**

\* **For any clarification, contact :**  
*Phone No. (0370) 29050125 / 9436216604*

## NAGALAND BOARD OF SCHOOL EDUCATION KOHIMA

### **HSLC EXAMINATION 2021 RULES AND REGULATION FOR FILLING UP FORMS AND SUBMISSION THEREOF.**

**The Candidates:** Candidates at the HSLC Examination are placed under 5(five) categories as shown below:

Documents to be appended to their Application Forms for candidature are as under :-

#### **Category A: Documents to be submitted:**

##### **Regular :**

- |     |  |   |
|-----|--|---|
| i)  | A student studying in a recognised school of this Board. | - |
| ii) | A student studying in a permitted school of this Board.  | - |

#### **Category B:**

##### **Private**

- |     |                   |   |
|-----|-------------------|---|
| i)  | Needs Improvement | HSLC admit card & marksheet in original |
| ii) | Centre Repeater   | -do-                                    |

#### **Category C:**

##### **Compartmental**

HSLC admit card & marksheet of HSLC 2020 in original

**Eligible Compartmental candidates shall fill up the form from the main exam centre last appeared (not compartmental centre).**

#### **Category D :**

##### **Improvement of performance**

HSLC admit card, marksheet cum pass certificate and permission order in original

**The forms of category-A i), A ii) & B i) shall be forwarded by the registered schools, category B ii) by centre schools and category C by the concerned centre and category D by the concerned school.**

**Category E: Change of Examination Centre.**

Due to COVID-19 pandemic, a special provision is given to the students who are residing in their village/town and cannot come to their respective schools for appearing the examination. For such students, if they want to appear in their district where they are residing now, can avail this **change of examination centre** to appear the HSLC Examination 2021 at the nearest centre. Candidate who apply for change of examination centre must inform his/her school and fill up the form within the specified time.

Documents to be produced | as per their category  
including form no.19

**Online Submission of form:** Candidates who are unable to fill up the hard copy of the Individual Form can visit **nbsenl.edu.in** and fill the forms by following the steps given in the portal with intimation to the school where he/she is studying within the specified date.

**The particulars of the candidates are based on the Class IX records submitted as on 1<sup>st</sup> April. As such, any discrepancy or correction in the particulars must be applied in written separately. However, it should be applied before the submission of forms and NOT during submission.**

**The forms for submission are :**

1. *Application Form* - 1 copy each
2. Statement of payment of fees (Form no.20) - 3 copies
3.
  - i) Photocopy of Registration Card for migrating students.
  - ii) Admit card and marksheet in original (for Needs Improvement)
  - iii) Admit card, marksheet cum pass certificate in original (for Improvement of Performance)
  - iv) Admit card, marksheet in original (for Compartmental students)

**Note :** For all entries in the *Application Form*, only black ink pen is to be used.

## 5. Payment of Examination fees :

- a) The statement of payment of fees in form No. 20 shall be submitted in Triplicate along with the counterfoil of the deposit slip/demand draft/bankers cheque etc.
- b) For change of centre, the statement of payment of fees shall be submitted separately.
- c) The examination fees may be paid in any of the following ways:
  - i) Remit the fees through the State Bank Collect facility provided on the SBI website [www.onlinesbi.com](http://www.onlinesbi.com) and click on the link provided.
  - ii) Pay into the SBI account NBSE FEE RECEIPTS, A/C no. 39353961985, IFSC - SBIN0000214.
  - iii) Demand draft/Bankers Cheque drawn in favour of Chairman, NBSE.
- d) **Cheques belonging to an individual account shall not be accepted under any circumstances.**
- e) Rate of Examination fees :

(i) HSLC	-	₹ 900.00
(ii) Change of Centre	-	₹ 200.00 (extra)
(iii) Compartmental	-	₹ 350 (per subject)

N.B : Failed private repeaters shall pay ₹ 100 (hundred) extra to the centre as forwarding fee.

## GUIDELINES FOR CHECKING AND FORWARDING OF APPLICATION FORMS FOR HSLC EXAMINATION

### 1. Application Form :

- a) While issuing the *Application Form* to the candidates, the Head of the School/Centre Superintendent is requested to give proper instructions to see that the correct particulars are entered or printed specially in respect of full name, surname, date of birth, father's name, mother's name, community to which they belong, second language, sixth subject (if any) and the identification mark. For **Needs Improvement and Improvement of Performance**, only the particulars of the last examination should be entered. They are not allowed to change their second language and sixth subjects.

After all the particulars are entered or checked, the applicant has to put his/her full signature (signature should be in small letters). The signature given by the candidate in the application form should be legible and should tally with the one to be given in the attendance sheet during the examination.

- b) **Name of the institution :**

The Head of Institution/Centre Superintendent of the HSLC examination centre must check that the name of the school/centre entered/printed in the application form is correct.

- c) **Certification by the head of institution/centre superintendent :**

- (i) The Head of Registered School shall verify that all the entries made in the *Application Form* are correct and complete before certifying.
- (ii) The Centre Superintendent of the HSLC examination centre is responsible for the entries made by the students. He shall verify that all the entries made in the *Application Form* are correct and complete before certifying.

d) **Passport-size photograph :**

One (1) copy of clear and recently taken photograph in contrasting background is to be pasted by the candidate on the *Application Form* i.e. *the background should not be white if the student is wearing a white shirt*. Polaroid photo prints shall **NOT** be accepted. The size of the photograph must be **4 x 5 cm**. The name of the candidate should be written on the backside of the photo and should not be attested.

e) **Declaration of the parent :**

After all the particulars of the applicant entered in the application form are checked, the father or the mother of the candidate shall make the declaration in the *Application Form* and put signature (or thumb impression, in case of illiterate parents). If the parents are not alive or reside far away, the legal guardian shall make the declaration. Initials shall not be accepted.

While receiving the *Application Form*, care must be taken to see that all necessary valid documents are furnished and the signature of each candidate is not forged in the Application Forms.

2. a) **Marks of Internal Assessment :**

Form no. 32 in the NBSE offline shall be uploaded after the allotment of HSLC roll nos. Schools are to download the NBSE offline and do the entry of internal/practical marks and mail to **nbse10int@gmail.com**

b) **Grades for Work & Art Education and Physical & Health Education :**

The internal assessment grades of Work & Art Education and Physical & Health Education must be entered in grades by the school.

3. **Submission of certificates/order :**

- a) For a candidate with **Special Needs**, a certificate from a competent authority identifying the disability must be attached along with the *Application Form*.
- b) *Migrating students must enclose a photocopy of registration card.*

4. **Sorting of the application forms :**

i. **Regular:**

- a) The *Application Form* and the supporting documents should be sorted category-wise, gender-wise and then arranged in the order of the pre-printed sl.no (as given above the roll column).

**The application forms and the supporting documents should be submitted separately. The documents should be arranged in the way the Application Form are arranged.**

- b) *Application Form* for change of examination centre should be dealt with separately in all respects.

ii. **Needs Improvement :**

- a) Form no.18 for regular Needs Improvement, centre Needs Improvement, Improvement of Performances and Compartmental candidates should be sorted out separately.
- b) Roll number and year of the previous examination must be entered correctly.
- c) The candidates shall sign in the signature column which should tally with the one he/she has given in the last examination. The signatures in all places i.e. *Application Form*, the attendance sheet, etc. must tally.

- iii. For all categories, form no.18 for boys and girls should be sorted out separately in order of **previous roll no.**